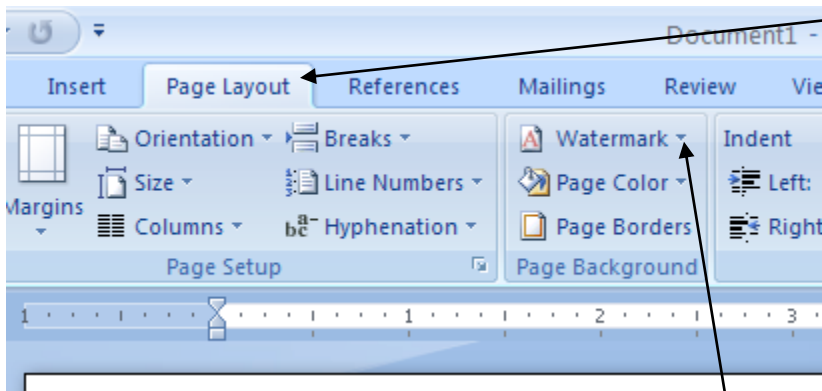
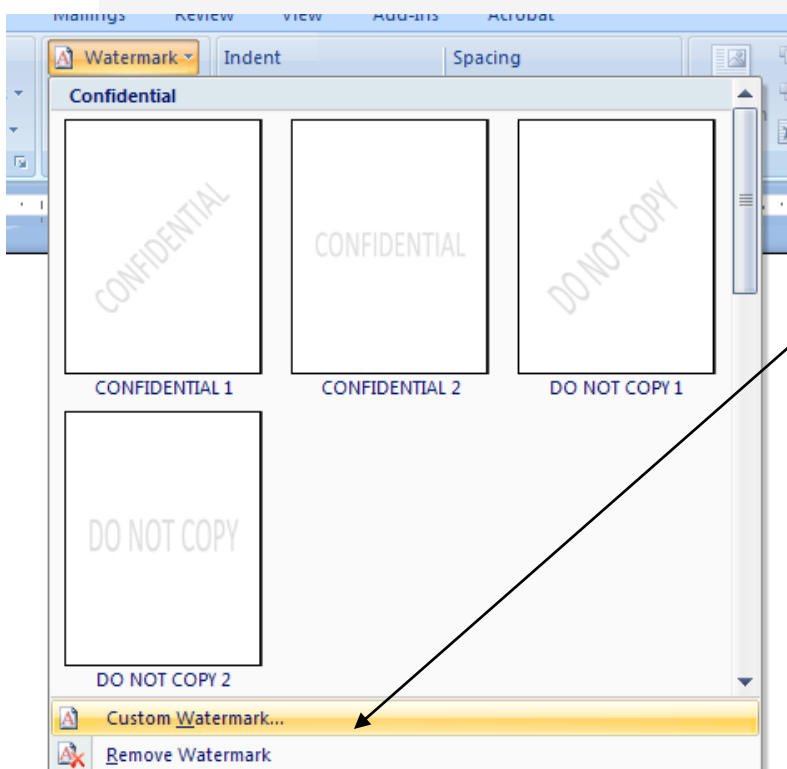


Adding a Watermark to a page in Word

Open a Word document and go to the Page Layout tab on the ribbon:



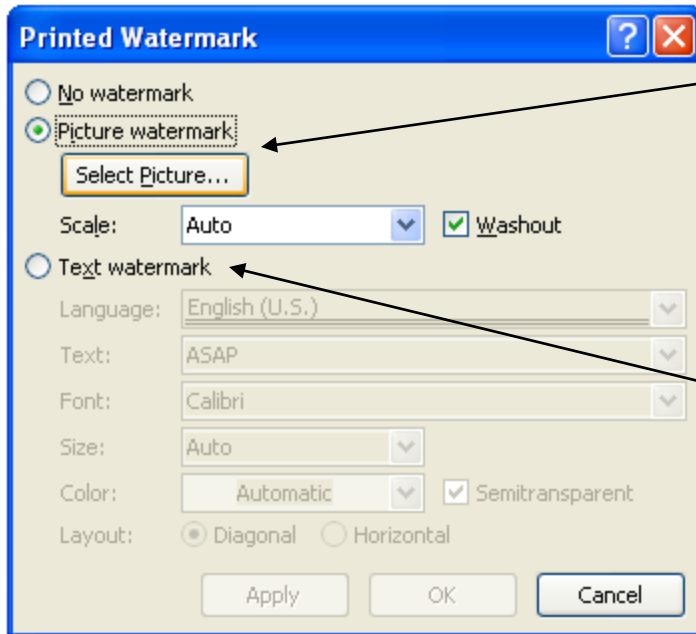
Click on the Drop-down to the right of Watermark.



You'll get this window:

Choose one of the pre-made choices, or, if you want to design your own, choose Custom Watermark

You'll get this pop-up window:



Choose Picture watermark and click the Select Picture button, if you're using a picture for the watermark. This will take you to a window where you find your saved picture and Apply it.

If you want to create a text watermark instead, choose that option, complete the information, and Apply.

If at some point you need to remove the watermark, that option is here:

